

RTTUZYUW RHOIAAA0001 1761812-UUUU--RHSSSUU.

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FM COMNAVRESFORCOM NORFOLK VA

TO NAVRESFOR

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SUBJ/ENHANCEMENT FOR DRILL MANAGEMENT SYSTEM//

NAVRESFOR 011/14//

1. As part of the Navy Personnel and Pay Modernization effort, the Navy has developed Enhancement for Drill Management (EDM) as a module in the Navy Standard Integrated Personnel System (NSIPS) to better manage the rescheduling of normal monthly Inactive Duty Training (IDT) periods and the requesting/scheduling of additional IDT periods (e.g. Additional Training Periods, Additional Flying Flight Training Periods, and Readiness Management Periods and Funeral Honors Duty periods.)
2. EDM will replace the current manual process and automate the process by which IDT periods are electronically requested, approved/disapproved, scheduled, canceled, and mustered, while providing visibility to the member, Unit Commanding Officer (CO) and Navy Reserve Activity staff (NRA).
3. Basic execution steps will be as follows: Reserve Sailors will log into NSIPS using a Common Access Card to access the EDM module to request an IDT action (i.e. request to reschedule regular IDT period(s) and/or schedule an additional IDT). The Unit CO or designated representative will receive the submitted request in NSIPS for adjudication. If approved, the request will be electronically forwarded to their assigned NRA for final approval and the generation of an electronic Individual Inactive Participation Record (IPR). Disapproved requests will be returned to the Reserve Sailor via system generated email notification. The Reserve Sailor performing the IDT must be electronically mustered in NSIPS. Once mustered, the electronic Individual IPR will be sent to the Unit CO and NRA for certification. The Individual IPR is then recorded for pay and/or retirement point accrual processing in core NSIPS.
4. EDM will be available starting 1 July 2014 and all members are highly encouraged to begin utilizing EDM. However, the current manual process will be available until 1 October 2014. In Fiscal Year 2015 the Navy Reserve will transition and require utilization of the EDM system exclusively.
5. Further information can be found on the CNRFC N11 website at: https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N11/SitePages/Home.aspx, in The ?What?s New for You?? Document and FAQ's.
6. Released by Captain Carl J. Grim Chief of Staff Commander Navy Reserve Forces Command.//

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